

The Missoula Job Service Presents MONTANA'S PREMIER CAREER FAIR

Missoula Hilton Garden Inn, 3:00 – 7:00 pm, Thursday, April 23, 2009

This agreement is made on (date) _____ by and between the Missoula Job Service, a nontransferable agreement to lease exhibit space with:

Company Name _____ Contact Person _____

Address _____ Telephone _____ Fax _____

City _____ State _____ Zip _____ Cell Phone _____ Email _____

WE PROVIDE

- 6 foot conference table in an 8 foot space
- 2 chairs
- Table covering
- WiFi connection
- 2 Hospitality buffet tickets

YOU NEED

- Recruitment materials
- Electrical cords if needed for displays
- Promotional items
- Educational literature

Special Services Available (check all that apply):

☐ Electrical outlets needed

☐ Don't need 6 foot table, have floor display

☐ Additional buffet tickets at \$15.00 each (please indicate quantity below)

Please identify display size and any other special needs to help us in assigning booths (such as height requirements, pairing up with another exhibitor, etc.): _____

Quantity	Description	Cost	Total
	Booth space	\$150.00	\$
	Additional buffet tickets	\$15.00 each	\$

Total due: _____

Make checks payable to Missoula JSEC-Job Fair or charge my credit card: Visa, Master Card, Discover
We cannot accept American Express

Credit Card Number: _____ Expiration Date: _____

Billing Address: _____ Phone: _____

Terms: The balance is due on or before April 17, 2009 and is nonrefundable. All spaces available after April 3, 2009 require a 100% nonrefundable payment upon reservation. Parties who make reservations after April 3, 2009 may not have their information published in the Missoulian insert. Please read and sign the Career Fair guidelines and submit them with this application, as soon as possible.

Authorized & Signed by: _____

Please sign and return to: Missoula Job Service Attn: Dick Madsen, PO Box 5027, Missoula, MT 59806



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Exhibits

The installation of exhibits begins at 1:30 pm on April 23, 2009 and must be paid for in full with set up complete by 2:45 pm. Exhibits must be removed by 8:00 pm on April 23, 2009. Exhibits will not be permitted to leave the building at any time after installation until the final closing time of the Fair. All signs must be done in a professional manner. Exhibitors will be asked to remove signs which look amateurish and detract from the overall professionalism of the Fair. It is the purpose of the Fair and understood by the exhibitor, that only services and products that are pertinent to employment and training shall be displayed, demonstrated, or explained. Each exhibit will comply with and conform to the laws of the United States and the State of Montana and with all the ordinances and regulations of Missoula County. All exhibits must remain in the confines of their own space. Exhibits will be staffed during all hours of the event. Selling products over-the-counter on a carry out basis is prohibited without prior written approval. An exhibitor shall not assign, sublet, or apportion the whole or any part of the space allotted to him/her. Each exhibitor is responsible for any damage he/she or his/her employees may cause to the premises of the Missoula Conference Center.

Sound Control

Speakers, radios, television sets, and the operation of any equipment, are permitted but must be kept to a volume that does not annoy neighboring exhibitors or attendees.

Distribution of Literature and Souvenirs

Printing, advertising, souvenirs, etc. may be distributed by exhibitors from the assigned space only. Any souvenir or advertising that is of an objectionable or undignified character will not be permitted. Souvenirs will not be of noise-making or sticker variety. All such gifts are subject to the approval of Fair officials.

Unoccupied Space

If an exhibitor fails to occupy space constrained for, or fails to comply in any other respect with terms of the Fair agreement, Fair officials have the right to rent such space to any other applicant without releasing the exhibitor from paying the sum agreed upon in his Fair contract.

Liability

Neither the Missoula Job Service, the employees thereof, or their representatives, will be responsible for any injury, loss or damage that may occur to the exhibitor.

Booth Assignments

Fair management reserves the right to change or alter space assignment and floor plan, at their sole discretion for the best interest of the show.

Amendments

Fair officials shall have full power to interpret and so make or amend these rules. Wherever these rules do not cover, the Fair Committee reserves the right to make such rulings as may appear to be in the best interest of the show and the exhibitor agrees to accept and abide by such rulings.

I/We have read and understand the Fair Guidelines and agree to abide by the terms and conditions as set forth by the Missoula Job Service and agree to hold harmless the Missoula Job Service and its employees from any claims or liability or damages to persons or personal property as a result of entering into this agreement for Career Fair 2009.

Exhibitor Signature: _____ Date: _____

Print Name: _____ Company: _____

